Creating New CPT Codes in Office Therapy®

Note: If you have upgraded to Office Therapy 11, please review our documentation on the CPT Manager at this link: http://www.quicdoc.com/docs/CPTManager.pdf

Office Therapy allows you to create new Charge Types using new CPT codes, Modifiers, or to specify different Days/Units, Place of Service, and Type of Service.

Using this method, you can create new charges using the new CPT codes required in 2013.

You can view some of the changes on our website at this link: http://www.quicdoc.com/docs/PsychotherapyCodesChanges.pdf

Note: The above information is from *CPT 2013 Professional Edition* published by the American Medical Association. Please refer to this book or the AMA website for complete information on changes to the CPT Codes.

To create new codes in Office Therapy:

1. On the menu, go to View, and click on Charge Types.
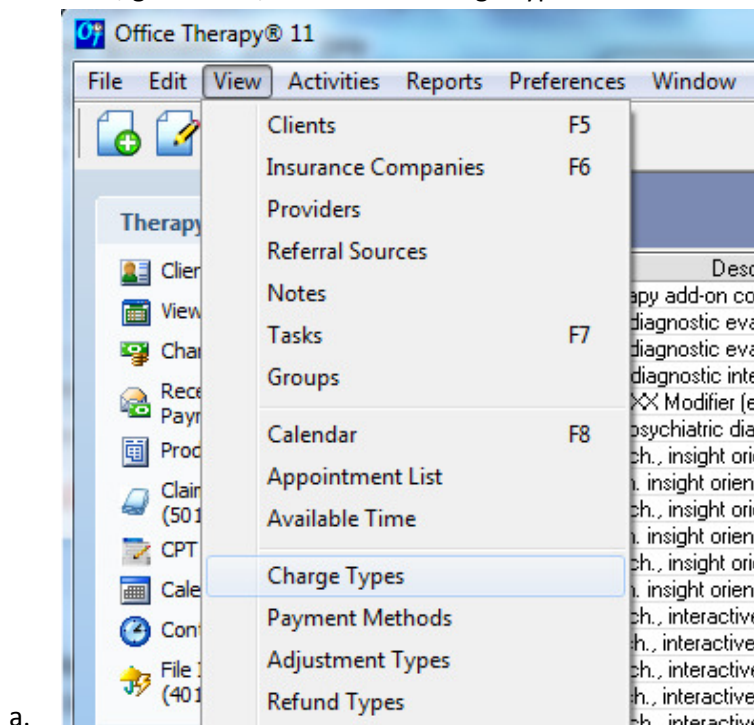
   a.

2. Click **Add**. Do not modify any existing codes. These codes must remain in the system for accurate billing and recording. The following window will appear:

   a.
3. Enter a name for the charge type in the **Name** box. **Note that this is not where the CPT code needs to be entered. Although this is allowed, this field is used as an identifier only.**
4. Enter a description for the charge in the **Description** box.
5. Make sure that the checkbox "**Submit this charge to Insurance Companies?**" is checked.
6. Select a **Place of Service** (this is box 24b on a paper claim).
7. Select a **Type of Service** (this is box 24c on a paper claim).
8. In the **Procedure** box, **enter the CPT code here.**
9. If a modifier will be used, enter it in the **Modifier** box (24d), else leave it blank.
10. Enter the amount of **Days/Units** (24g).

The following screenshot is an example of what this screen will look like using an example CPT code:
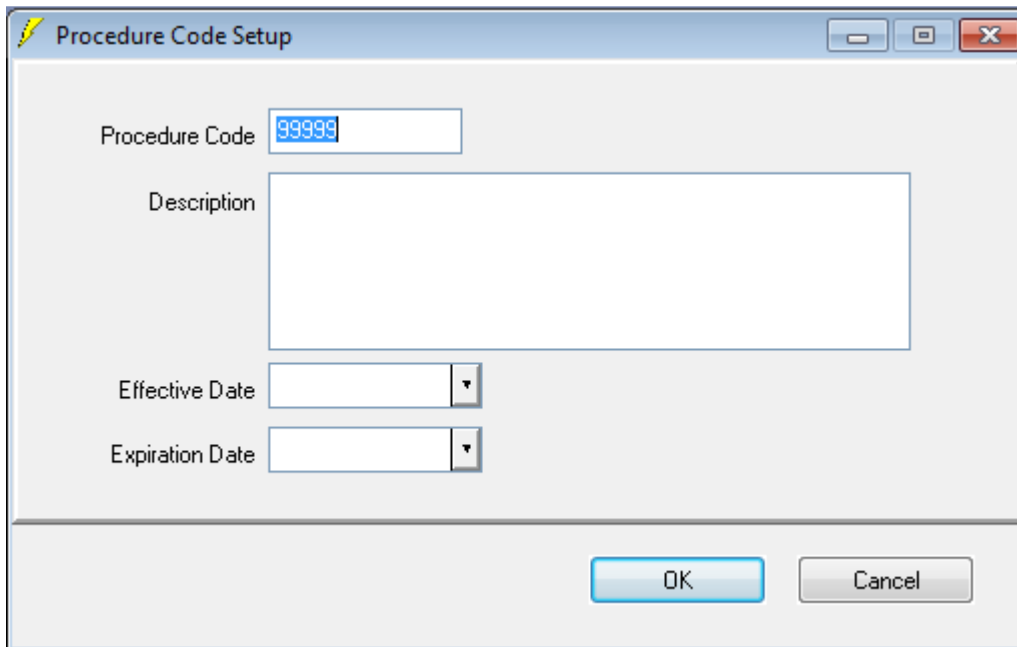
Click OK when finished.

If this is the first time you are entering a Charge Type with this CPT code, Office Therapy will display the following message:
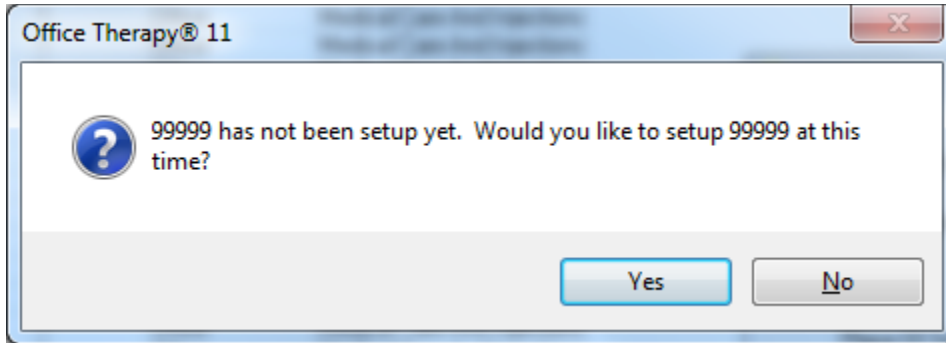
Click Yes and the following window will appear:

Create a description for this Code. Click OK when finished. **You will return to the previous Charge Type setup screen, click OK here to finish adding the Charge Type.** You may now charge and bill these codes.

If you are using Office Therapy 11:

Setting the **Effective Date** and **Expiration Date** is not required but it is recommended if you are creating a CPT code that is new for 2013. In that case you would set the Effective Date to be 01/01/2013. This will enable Office Therapy to prevent you from billing this code for a date of service before 2013. Similarly, if you create a code with an expiration date set, Office Therapy will not allow you to bill a date of service after that expiration date. Note that this mechanism works using Date of Service, not by the current date and time of billing.